

**INSTRUCTIONS FOR HR-3 FORM**  
**Request to Establish/Change an Hourly Position**

To establish a new or to change an existing hourly position, the Budget Unit Director will submit the HR-3 form, along with the following forms, to the Compensation Manager in Human Resources.

- (a) Position Description
- (b) Organization Chart
- (c) Physical Requirements Worksheet.

**Section 1-A:**

To be completed by the requesting supervisor

- Current Role & Working Title:** If this request is for a change in an existing hourly position, print in or type the current role and working title. (Leave blank if this is a new position.)
- Current Position Number:** If this request is for a change in an existing hourly position, print or type in the current position number. (Leave blank if this is a new position.)
- Requested Role & Working Title:** If this is a request to establish a **new position**, print or type in the role and working title you believe is most appropriate to your needs.
- Department Name:** Print or type in the name of your department.
- Budget Code:** Print or type in the budget code which will fund this position.
- Estimated Yearly Expenditure:** Hourly employees are restricted to working 1500 hours in a 12 month period. If you are expecting this position to work the full 1500 hours in a 12 month period you would take the **hourly rate** of the new position and multiply that rate by 1500 hours.
- Requested Effective Date:** This date represents the date that this position will be **established**. (**Not the date you expect to hire the new employee.**) Therefore, if you want your position to be filled by July 10, 2000, you will need to make your  
  
REQUESTED EFFECTIVE DATE, at least 4 weeks prior to the hire date,

and attach a **BUDGET ADJUSTMENT** with this request.

**Section 1-B:**

To be completed by the Budget Unit Director (BUD)

**The BUD will send the HR-3, the position description, the organization chart, and the physical requirements worksheet, to Human Resources.**

**Section II:**

Human Resources will conduct an audit on the position duties and determine the most suitable role title and pay band.

Human Resources will forward the HR-3 to the Budget Office.

The Budget Office will review the request, review the budget adjustment, if applicable, then approve/disapprove the request.

If the request is disapproved, the Budget Office will contact the BUD, with